



PROBATION AND PAROLE BUREAU STANDARD OPERATING PROCEDURES

Procedure No.: P&P 130-4	Subject: OFFENDERS SEEKING MONTANA PLACEMENT
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Effective Date: 06/01/00	Revision Dates: 09/04/01; 06/17/02; 03/06/04; 03/01/05; 08/01/05; 08/20/07; 04/22/08
Signature / Title: /s/ Ron Alsbury	

I. BUREAU DIRECTIVE:

Probation & Parole Bureau will follow established procedures when accepting offenders from other states through the Interstate Commission for Adult Offender Supervision.

II. DEFINITIONS:

Receiving State - The state that is requested to assume supervision of an offender. For purposes of this policy, the receiving state is Montana (MT).

Sending State - The state requesting transfer of offender supervision.

III. PROCEDURES:

Established forms will be submitted to the MT Interstate Unit on all matters concerning the acceptance of offenders.

As per the Interstate Commission agreement:

- MT shall supervise if the offender meets the residence and/or employment criteria. (Job or military transfers are mandatory acceptances.)
- MT shall supervise if there is 3 months or more of supervision remaining on the sentence at the time of application.
- If a *Departure Notice* is not sent to MT within 120 days after acceptance, the acceptance may be withdrawn.
- No attempt at supervision or case management is required prior to receipt of transfer request and acceptance. The exception is when MT gives reporting instructions, supervision is assumed until the case is denied or accepted officially. Assumption of responsibility means that the offender can be drug tested and can be incarcerated for violations of their supervision. If the case is denied, the supervision responsibility shall revert to the sending state.

PROCEDURE:

1. *Transfer Request* packet on out-of-state offender is forwarded to the field office. If the offender's offense is equivalent to a MT offense that requires registration, or if the offender is required to register as a sex offender in another state, they will be required to register as a sexual/violent offender in MT.

RESPONSIBILITY:

MT Interstate Unit

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2. Case is assigned for investigation. If reporting instructions or an interstate packet is received, the Officer will count the offender on the end of month stats as a "Placement Investigation." Once the offender is accepted for supervision, the Officer will classify them as "New" on the end of month stats. RA or POII
3. Investigation is completed within 45 days of receiving it in the MT Interstate Unit. P&P Officer
4. Complete *Reply to Transfer Request* and email to the MT Interstate Unit. Any special conditions believed necessary for the acceptance of the offender on supervision can be added on the *Reply to Transfer Request* by Officer. When the offender has been accepted and signed up for supervision in MT, a copy of *P&P 60-1(E) Conditions of Probation & Parole* should be sent to the MT Interstate Unit. (See *P&P 60-1 Initial Sign Up to Probation, Parole and Conditional Release Supervision* for sign up procedures.) Intensity of supervision is determined by MT and duration of supervision is determined by the sending state. P&P Officer

If an offender coming in on an Interstate Transfer does not have a Pre-Sentence Investigation in their file, the P&P Officer is not required to complete a Post PSI on the offender, but will have offender complete *P&P 30-1 (D) Pre-Sentence Investigation Questionnaire* for placement in the offender's field file.

Send *Notice of Arrival* to the MT Interstate Unit when the offender reports. If the offender fails to arrive as directed, notify the MT Interstate Unit immediately.

5. Enter initial admission information into the Management Information System (ACIS/Profiles). P&P Officer
6. Enter legal sentencing information, conditions of supervision and expiration date into the Management Information System (ACIS/Profiles). MT Interstate Unit

IV. CLOSING:

Questions concerning this procedure shall be directed to the Regional Administrator or Deputy Compact Administrator.

Form

Interstate
Interstate

Notice of Arrival
Reply to Transfer Request